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**AMERICAN SAMOA GOVERNMENT  
DEPARTMENT OF HUMAN RESOURCES  
PAGO PAGO, AMERICAN SAMOA 96799**

**JOB ANNOUNCEMENT**

<b>Job Title:</b> <b>HAZARD MITIGATION PLANNER</b>	<b>Posting Date:</b> <b>August 15, 2022</b>	<b>Serial No.:</b> <b>176-22</b>
<b>Department/Division:</b> <b>ODAPM</b>	<b>Closing Date:</b> <b>August 19, 2022</b>	<b>Announcement No.:</b> <b>105-22</b>
<b>Type of Position:</b> <b>Permanent Appointment</b>	<b>Posting Type:</b> <b>Employment Opportunity/ Open to the Public</b>	<b>Pay Grade and Salary Range:</b> <b>GS-13/\$18,340- \$48,760p.a.</b>

**General Description:**

The Office of Disaster Assistance and Petroleum Management is an emergency response entity. The Hazard Mitigation Division is responsible for planning all aspects of the Hazard Mitigation Grant Program including the comprehensive Hazard Mitigation Plan, HM Council quarterly meetings, HM Activities and Events and other related tasks. Primary duties include maintenance of the American Samoa Hazard Mitigation Program, planning and coordinating post disasters in developing/updating hazard mitigation plans and projects, and assisting in the development of hazard mitigation training.

The Hazard Mitigation planner reports to the State Hazard Mitigation Officer (SHMO) and performs a variety of specialized mitigation planning functions including providing direct technical assistance to local municipalities and other jurisdiction providing direct technical assistance to local municipalities and other jurisdictions regarding their Natural Hazard Mitigation planning efforts.

Key priority projects include effectively and efficiently managing available grant funds, coordinating the development and implementation of American Samoa's Hazard Mitigation Plan, participating in a variety of multi-agency collaborative projects, and increasing the sophistication of the hazard mitigation program in order to better reduce risk.

**Key Duties and Responsibilities:**

**Programmatic Duties:**

- Collaborate with HM Council members and FEMA to establish program vision, goals, and implementation strategies
- Provide thought leadership and problem solving to FEMA to provide innovative strategies and solutions for programmatic needs
- Track progress against established goals and proactively recommend modifications to projects approaches that enhance products and client service
- Facilitate team meetings and implement project management best practices consistently

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- Work closely with federal and local government to promote the implementations of hazard mitigation actions that reduce vulnerability to flood and other natural hazards
- Review hazard mitigations plans and assess plan deficiencies to determine mitigation planning technical assistance and training needs, as well as conduct activities that promote the implementation of mitigation actions
- Provide planning and community engagement support in a variety of community meetings, where multi-hazard mapping products and risk assessment tools are updated to accurately show multi-hazard risk based on existing and future development
- Plan and coordinate mitigation planning training (in person and via webinar).
- Assist with the development of scopes of work for projects, including project descriptions, budgets, and schedules
- Provide input to National hazard mitigation projects in coordination with other Regions
- Collaborates with partners and stakeholders to reduce duplication of effort between program areas;
- Provides guidance for Hazard Mitigation programs;
- Ensure grant compliance with requirement outlined under OMB Circular A-133 and A-102 Common Rule 20
- Participate in the conduct training with other U.S. States and Territories

#### **Outreach Duties:**

- Plan and coordinate Annual Outreach Initiative and Activities;
- Plan and organize Annual Disaster Resilience Summit;
- Collaborate with Emergency Support Functions (ESF) Stakeholders;
- Compiles fact sheets for various outreach initiatives;
- Implements press releases and information dissemination efforts
- Network with local agencies of other participation of Hazard Mitigation Activities
- Consult with SHMO, Department Director, and Federal Counterparts for support of Hazard Mitigation Activities

#### **Facilitate and participate in the development of new updates to Hazard Mitigation Plans as well as include data for the COVID- 19 response efforts**

- Review the Territory's current Mitigation plan to identify gap analyses and provide input on best practices
- Utilize the FEMA Mitigation Plan Review tool to assess updates to the current plan
- Collecting, analyzing, and synthesizing data related to hazard mitigation, response, and recovery efforts for past disasters including Covid-19, and ensuring to consolidate data with other Emergency Management Plans
- Conducting project stakeholder coordination and outreach activities
- Supporting in other Mitigation Activities which may include project/task management, facilitating stakeholder meetings, collecting and analyzing data, developing work plans, FEMA benefit-cost analysis, FEMA HMA grant application development, and emergency response and recovery plans
- Meet with local official and groups to explain the purpose and functions of hazard mitigation
- Plan and program implementation and assist local officials with specific mitigation and disaster recovery-related problems and issues
- Support, collaborative, communicate and provide technical planning expertise
- Receive, respond, implement and deliver once core Hazard Mitigation assistance
- Perform community and stakeholder engagement activities associated with various planning projects
- Provide planning and community engagement support in a variety of FEMA community meeting

using multi-hazard mapping products and risk assessment tools

**Additional Duties:**

- Schedules meeting for the Hazard Mitigation Council
- Hazard Mitigation Council
- Provides meeting minutes for the council members
- Creates the Agenda for Hazard Mitigation Council meetings
- Collects project proposals for Hazard Mitigation Council review
- Organize the presentations for the Hazard Mitigation council's priority ranking/scoring
- Consolidates projects scoring for the Hazard Mitigation Councils final review
- Notifies all applicants about the Hazard Mitigation Councils final decisions re: the ranking of projects
- Prepare final list of prioritized projects according to the Hazard Mitigation Council's ranking/scoring distribution
- Assist with the Grant for department of Port Authority: 2022 Port Infrastructure Development Program Grants Funding Opportunity for the Aunu'u Wharf Reconstruction
- Assist with the Grant for Department of Public Works: 2022 Department of Transportation's Multimodal Project Discretionary Grant Opportunity for the Aua Shoreline Project DOT application
- All other duties and responsibilities as assigned

**Knowledge, Skills and Ability:**

- Grant writing; Federal compliance
- At least 3 years proven writing skills, work experience in a grant-oriented job position
- Good communication skills
- Proven project leadership; deadline achiever; proven writing capabilities; a self-starter

**Academic and Experience Requirements:**

- Applicant must have a Master's degree in related field from an accredited college plus 2 years of work-related experience OR Bachelor's degree in related field and from an accredited college plus 4 years, 2 years of work-related experience
- Years of progressively responsible working experience may be substituted for portion of the academic requirement.
- Salary will be adjusted according to experience.

**Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.**

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Lynn Pulou-Alaimalo  
Director, Department of Human Resources

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